



PROCEDURES FOR REPORTING VIOLATIONS OF THE USE OF THE 4-H NAME AND EMBLEM

While the stewardship for the 4-H Name and Emblem is given, by law, to the Secretary of Agriculture, all 4-H Extension educators and staff have a responsibility to insure the proper use of the 4-H Name and Emblem and to report violations of the relevant Federal law and regulations and USDA Policies.

Accompanying the authorization to grant permission to use the 4-H Name and Emblem at all levels whether national, state or local, is the responsibility to see that the regulations are followed. The 4-H Name and Emblem is known and recognized the world over. The popularity and reputation of the 4-H Name and Emblem makes it a desirable target for exploitation by commercial vendors, web sites, organizations, etc. All members of the 4-H community are the best monitors to identify violators and correct the misuse of the 4-H Name and Emblem. The vast majority of violations are discovered by and reported to the National 4-H Headquarters-USDA by local Extension staff.

The suggested procedures for reporting violations are as follows:

- If the violation is nationwide or involves more than one State, notification by phone or e-mail should be made to National 4-H Headquarters-USDA. Reporting misuse of the 4-H Name and Emblem should be directed to Chuck Graves, National Program Coordinator, at cgraves@csrees.usda.gov or (202) 720-3566.
- If the violation is limited to a state or involves more than one county, notification should be made to the Extension Director or Administrator of State Cooperative Extension Service or State 4-H Program Leader.
- If the violation occurs within a specific county the local County Extension Official should address the issue.

If after reviewing the facts of the alleged violation it appears that there is misuse of the 4-H Name and Emblem, written notification stating the reasons for the appearance of violation and a request to cease and desist from using the 4-H Name and Emblem should be submitted to the person or firm in question.

If the notification does not result in correcting or ending the misuse of the 4-H Name and Emblem legal advice and action may be required. This would depend on policies of the land-grant university regarding Extension programs in the case of violations at the State or local level. National 4-H Headquarters would work with the Office of the Inspector General, USDA in the case of violations at the national or multi-state level. When requested by the State 4-H Office, National 4-H Headquarters-USDA is available to assist states in responding to violations of the use of the 4-H Name and Emblem.

State and local 4-H educators are encouraged to contact the National 4-H Headquarters-USDA for any assistance in reporting or correcting misuse of the 4-H Name and Emblem.

For questions concerning the use of the 4-H Name and Emblem, please contact the National 4-H Headquarters-USDA at (202) 720-2908 or at <http://www.national4-hheadquarters.gov>.



National 4-H Headquarters; 1400 Independence Avenue, S.W.; MS 2225; Washington, D.C. 20250
www.national4-hheadquarters.gov



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